

ADMINISTRATIVE - INTERNAL USE ONLY

4 April 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Director of Information Services

SUBJECT: OIS Weekly Report (27 March - 3 April 1985)

A. PROGRESS ON ACTION ITEMS

1. OSS RECORDS. The Information Resources Management Division (IRMD) is making final arrangements for the scheduling and declassification of the remaining 62 cubic feet of the Office of Strategic Services (OSS) motion picture films in preparation for transfer to the National Archives and Records Administration (NARA - formerly National Archives and Records Services, NARS). This action is being taken in accordance with the Memorandum of Understanding signed by the DDA and the Archivist of the United States. With the transfer to NARA, a more expeditious release to the public can be made. The films will be reviewed for classification by DO personnel and will be appraised by a NARA officer during the next two weeks in preparation for this transfer. There continues to be a great deal of interest in the OSS films.

2. MICROGRAPHICS APPLICATION. A representative from IRMD and from the Printing and Photography Division, Office of Logistics (P&PD) met with representatives of the East Asia Division, Office Central Reference, to continue discussions of possible ways to convert biographic reports at [REDACTED] to a microform for ease of destruction. (For previous reporting on this subject, please refer to OIS Weekly dated 21 March, item B. 1.) The representatives from IRMD and P&PD prefer digitizing the reports and processing the data through VM to computer-output microfilm. Having the reports in digital form will make future revisions and updating faster and more efficient. The representatives from IRMD and P&PD attended a demonstration of the Kurzweil 4000 Intelligent Scanning System for use in a system for digitizing the biographic report. While the Kurzweil scanner is suitable, it remains to be determined whether or not it will be available. If it proves not to be available, micro-thin jackets are a recommended alternative.

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B. SIGNIFICANT EVENTS AND ACTIVITIES.

1. OIS SURVEY OF OIA. A representative from IRMD and the DI Records Management Officer (DI/RMO) met with representatives from the Office of Imagery Analysis (OIA) to discuss the implementation of some recommendations from an OIS survey conducted by OIS/IRMD. The IRMD representative and the DI/RMO also provided assistance to OIA in planning the layout of its registry which will be relocated in another area. The changes will be implemented once registry personnel receive appropriate training. OIA has already adopted a number of design changes; others will require clarification which will be done in a followup meeting.

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2 April 1985

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: Weekly Report (27 March - 2 April 1985)

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2. On 1 April 1985 [Redacted] in a most welcome addition, reported to CRD to begin his rotational assignment from the DI as a declassification reviewer. One other staff officer and three annuitants also are being processed for assignment to CRD as reviewers. [Redacted]

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[Redacted]

[Redacted] C/CRD

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2 April 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Information Resources Management Division

SUBJECT: Weekly Report of Information Resources
Management Division 27 March - 2 April 19851. Work in Progress

a. Micrographics Application. [REDACTED] Information Management Branch, and [REDACTED] P&PD, met with representatives of the East Asia Division, OCR, to continue discussions of ways of converting biographic reports [REDACTED] to a microform for ease of destruction. [REDACTED] indicated their preference for digitizing the reports and processing the data through VM to computer-output-microfilm. Having the reports in digital form will make future revisions and updating of the reports a faster, more efficient operation. [REDACTED] later attended a demonstration of the Kurzweil 4000 Intelligent Scanning System to determine its suitability for use in a system for digitizing these reports. If an appropriate scanner is not available, micro-thin jackets are a recommended alternative.

b. Visual Aids. [REDACTED] IMB, met with [REDACTED] Briefing Aids Unit, Training Division, NPIC, to discuss NPIC's requirements for converting its visual presentation file to a more manageable format. [REDACTED] will now survey the market to determine if a micrographics solution is feasible for this problem.

c. Filing Equipment. [REDACTED] Agency File Equipment Officer, IMB, and [REDACTED] DI Records Management Officer, visited two components in the Office of Global Issues to discuss their requests for additional conserv-a-files. Their justification simply indicated that they needed these cabinets because of an increase in personnel; their request did not seem justified given the additional amount of storage capacity requested. One component was requesting an additional 97 linear feet of file space and the other was requesting 48 linear feet. [REDACTED] reviewed the components' records holdings to determine their specific requirements. The component requesting 97 feet of storage needed the cabinets to house a reference library which is currently stored in boxes. The other component was increasing its personnel strength, and in an effort to make room for desks, were exchanging safes for conserv-a-files. Both applications were approved

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because their needs were justified. [] took the opportunity to discuss filing and record keeping procedures. They also suggested that the components contact the office RMO to conduct a survey of their records holdings and retire inactive records in accordance with their Records Control Schedule. This procedure would result in space savings for these components.

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d. TS Audits. [] Information Control Branch, conducted inspections of the Collection Requirements and Evaluation Staff and Protocol Branch of the DA's Career Management Office on procedures for handling Top Secret collateral documents. These offices were found to be in compliance with the program requirements. Reports on the findings of these audits are being prepared for submission to these offices.

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e. Document Search. Three OIS annuitants continue to make progress in locating unaccounted for Top Secret collateral documents. [] review of OIS holdings at the Records Center last week resulted in locating 13 documents, four of which were listed for follow-up review. Processing of [] findings from the previous week resulted in the identification of two unaccounted for documents. His search efforts will continue on the remaining 100 OIS retirement jobs.

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f. ORD Survey. OIS' survey of ORD's information handling procedures and records management practices is nearing completion. [] and [] ICB, will conclude their interviewing of ORD personnel this week. The Director of ORD and his staff will receive a "wrap-up" briefing from the survey team on their findings and recommendations next week. After this meeting the team will prepare a draft report of its findings for formal review.

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2. Significant Events and Activities

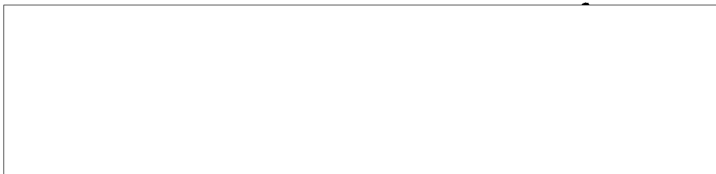
STAT a. OSS Records. [] IMB, is making final arrangements to expedite the scheduling and declassification of the remaining 62 cubic feet of OSS motion picture films. There continues to be a great deal of interest in these films and their transfer to the National Archives and Records Administration (NARA), in accordance with the Memorandum of Understanding signed by the DDA and the Archivist of the United States, will provide for the expeditious release of these OSS records to the public. The film will be reviewed for classification by DO personnel and will be appraised by a NARS officer during the next two weeks to expedite this transfer.

STAT b. Forms Training. [] Agency Forms Manager, IMB, attended the GSA sponsored course, "Forms Improvement Workshop". The course supplements the more indepth two-week course, "Forms Analysis and Design". The workshop that [] had attended earlier in his career is designed to teach skills needed to analyze and design cost-effective forms. [] found the course to be very beneficial and informative. He believes that other MI careerists would benefit from this course and recommends that OIS sponsor a tailored, in-house running for some RMOs.

STAT c. OIS Survey of OIA. [] ICB, and [] the DDI Records Management Officer, met with OIA representatives to discuss the implementation of some recommendations from an OIS survey of its information handling procedures. [] provided some assistance to OIA in planning the layout of its registry which will be located in another area []. Based on this discussion, OIA has decided to implement changes recommended in OIS' survey reports in stages once the registry personnel receive training in the correspondence transmission and in automated document control. OIA adopted a number of design changes proposed by [] and others will require further clarification in a follow-up meeting.

d. Records Center. Records Center personnel performed the following activities during the week:

RAMS:	Made 26 additions, 6 deletions, and 7 changes.
ARCINS:	Jobs received/edited: 32. Jobs keyed: 18 consisting of 3,795 entries. Jobs completed: 26.
Accessions:	Received 20 jobs totaling 121 cubic feet.
References:	Serviced 4,930 requests for records.
Disposition:	Transferred 180 cubic feet of material to hammermill for destruction.
Special Runs:	Four



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2 April 1985

MEMORANDUM FOR: Director of Information Services

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FROM:

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 27 March
through 2 April 1985

1. RPD is currently handling 97 jobs. Prevalent among the six
issuances received for processing in RPD during this week was a proposed
notice on Federal Employees' Health Benefits Program Conversion Privilege
and a regulation on the Career Training Program.

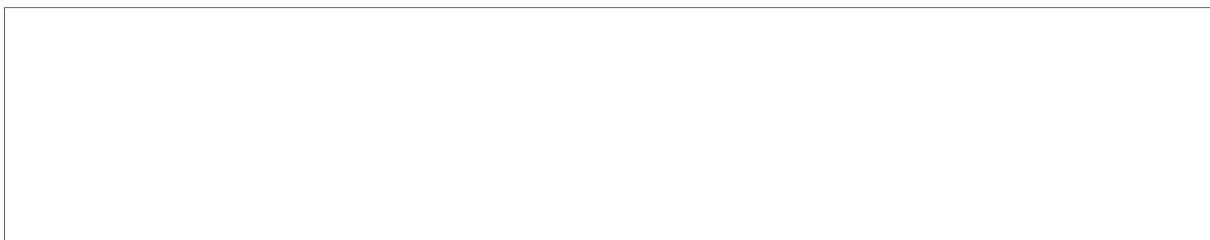
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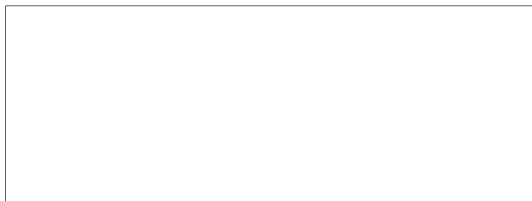
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10. RPD responded to requests from OMS, OL, DDS&T, and OS. Our
clerical personnel handled 199 telephone calls. 

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